



# MAJOR SUBDIVISION FINAL PLAT APPLICATION

City Planning & Development Department  
City Hall, 414 E. 12<sup>th</sup> Street, 15<sup>th</sup> floor; Kansas City, MO 64106-2795  
Phone (816) 513-8801 | [www.kcmo.gov/planning](http://www.kcmo.gov/planning)

Date Stamp

<b>FOR OFFICE USE:</b>	<b>CASE #:</b>	<b>CPC DATE:</b>
<b>KIVA #: BFPT</b>	<b>RECEIPT #:</b>	<b>FILING FEE:</b>

1. FINAL PLAT NAME \_\_\_\_\_

2. REQUEST – all checks payable to City Treasurer

<b>FINAL PLAT TYPE</b>	<b>FILING FEE</b>
<input type="checkbox"/> <b>Residential</b>	<b>\$389.00</b> plus <b>\$4.00</b> per unit, not to exceed <b>\$1,813.00</b>
<input type="checkbox"/> <b>Nonresidential</b>	<b>\$389.00</b> plus <b>\$31.00</b> per acre or fraction thereof, not to exceed <b>\$1,813.00</b>

## 3. APPLICANT/OWNER/SURVEYOR CONTACT INFORMATION

Applicant \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Alt Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Property Owner(s) (if different from applicant) \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Alt Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Agent/Contact \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Alt Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

★ **All correspondence should be sent to (check ONE):** ☐ Applicant ☐ Property Owner ☐ Agent/Contact

## 4. PROJECT INFORMATION

General project location or address \_\_\_\_\_ APN \_\_\_\_\_

Case No. of applicable Approved Preliminary Development Plan or Preliminary Plat \_\_\_\_\_

Controlling Ordinance No. of Approved Development Plan or Preliminary Plat, if applicable \_\_\_\_\_

## 5. FINAL PLAT CONTENTS

(Complete the table as applicable. If residential, state unit type.)

Land Use	Units	Lots	Acres	Plat Dedications	Tracts	Acres
Residential				Private Open Space		
Retail/Office				Parkland (88-408)		
Industrial				Stormwater Detention		
Other (state use) _____				Public Right-of-Way		
Subtotal				Subtotal		
Total Acreage of Plat						

## 6. REQUIRED SUBMITTALS

REQUIRED HARD COPY SUBMITTALS	
<input type="checkbox"/>	Original completed application form
<input type="checkbox"/>	Two (2) copies of the final plat are required with submittal of this application. Plats submitted with this application must be collated, stapled and folded so as to fit within an 8 1/2" X 14" case file.
<input type="checkbox"/>	Required application fee \$ _____ See above for information on calculating the amount.
REQUIRED DIGITAL SUBITTALS – must be submitted on a CD. Please limit files to 12 MB.	
<input type="checkbox"/>	A copy of the plat in PDF and DWG format
<input type="checkbox"/>	A copy of the completed application form
<input type="checkbox"/>	<p>Ownership certificate from a title company which shows the following: (If checked the certifier has verified the content satisfies these requirements)</p> <ul style="list-style-type: none"> <li>• The legal description of the property to be subdivided.</li> <li>• The fee simple ownership of all property within the described property.</li> <li>• Any deeds of trust, liens, attachments or encumbrances upon property to be subdivided.</li> <li>• Statement of taxes and assessments due, paid, and payable upon the property described.</li> <li>• Existing easements or right-of-way of record.</li> </ul> <p><b>Must be current within 90 days of the submission to the City Council.</b> Typically this requires the ownership certificate to be current within 7-14 days of the application cut-off date.</p>
<input type="checkbox"/>	Park Board resolution number (if parkland is being dedicated on the plat) PBR# _____
<input type="checkbox"/>	An approved street tree planting plan (if required)
<input type="checkbox"/>	One copy of the Final Stream Buffer Plan prepared in accordance with Chapter 88-415 of the City's Code of Ordinances (if required)
<input type="checkbox"/>	One draft copy of additional items required per the controlling ordinance
<input type="checkbox"/>	<p>One copy of all draft agreements, if agreements other than the City's standard agreements are used.</p> <p><a href="http://kcmo.gov/planning/wp-content/uploads/sites/9/2014/02/StandardAgreementsMaster.pdf">http://kcmo.gov/planning/wp-content/uploads/sites/9/2014/02/StandardAgreementsMaster.pdf</a></p>

## 7. PUBLIC IMPROVEMENT OPTIONS

Check the boxes that apply, if such conditions were required by preliminary plan or plat.

- ☐ **Option #1 – Construct Public Improvements** (Per ordinance condition or approved geometrics)  
The developer or his contractor shall proceed to obtain construction permits by posting performance and maintenance bonds for all required public improvements in accordance with the plans and specifications approved by Development Services.
- ☐ **Option #2 – Performance Bond** (considered a secured deferral – two years)  
The Developer provides a Bond prior to recording of Plat, issuance of building permit, or approval of Final Plan, as determined by the Development Review Committee.
- ☐ **Option #3 – Unsecured Deferral Agreement** (to future date or phase)  
The Developer executes standard agreement provided by City prior to recording of Plat, issuance of building permit, or approval of Final Plan, as determined by the Development Review Committee.
- ☐ **Option #4 – Secured Deferral Agreement** – Escrow or Letter of Credit (LOC)  
The Developer executes standard agreement provided by City prior to recording of Plat, issuance of building permit, as determined by the Development Review Committee.
- ☐ **Option #5 – Cooperative Agreement**  
The Developer executes standard agreement provided by City prior to recording of Plat, issuance of building permit, as determined by the Development Review Committee.

## 8. SURVEYOR'S DECLARATION

I hereby certify that I am the owner's registered surveyor in charge and that I have reviewed and/or completed this application to identify the requirements for this final plat. I also certify that this survey meets or exceeds the current Minimum Standard for Property Boundary Surveys as established by the Missouri Board for Architects, Professional Engineers and Land Surveyors and the Missouri Department of Natural Resources, and that the submitted final plat, along with supplementary documents, contains all of the information for a final plat application and approval by the City Council as required by Chapter 88 of the General Code of Ordinances of Kansas City, Missouri, also known as the Zoning and Development Code. I understand that this application will not be reviewed if the information required in Items 1 through 7 above has not been provided at the time of application. I understand that submittal of incomplete or erroneous information will result in delays in the plat approval process.

Contents of Final Plat.

The surveyor certifies that the attached final plat drawing includes all of the items listed in Attachment A

Surveyor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Survey Firm \_\_\_\_\_ State Registration Number \_\_\_\_\_

Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Attachment A  
Final Plat Requirements

<input type="checkbox"/> <b>Legal Description</b> (inc. acreage, bearings & measurements) *	<input type="checkbox"/> <b>Signature Blocks</b> (Owner(s); Public Works; Mayor, etc.) *
<input type="checkbox"/> <b>Surveyors Certification</b> *	<input type="checkbox"/> <b>Notary Block and Language</b> *
<input type="checkbox"/> <b>North Arrow, Legend, Graphic, Scale, Location Map</b>	<input type="checkbox"/> <b>Street Rights-of-Way</b> (Existing and Proposed) *
<input type="checkbox"/> <b>Lot and Tract Dimensions and Bearings</b> *	<input type="checkbox"/> <b>Control Point, Traverse Table, Conversion Factor</b> *
<input type="checkbox"/> <b>Coordinates on Corners</b> *	<input type="checkbox"/> <b>Monumentation</b> *
<input type="checkbox"/> <b>Street Grades</b> (draft) *	<input type="checkbox"/> <b>15-Foot Radius (Minimum) at Intersections</b> *
<input type="checkbox"/> <b>Plat Name</b> *	<input type="checkbox"/> <b>Easements</b> (Existing and Proposed, including easement type)
<input type="checkbox"/> <b>Abutting Plats</b> *	<input type="checkbox"/> <b>Open Space Dedication or Money in lieu of Parkland</b> (if applicable) *
<input type="checkbox"/> <b>Temporary Cul-de-Sacs</b> (if applicable)	<input type="checkbox"/> <b>Tracts</b> (labeled and uses described on plat) *
<input type="checkbox"/> <b>Vacations</b> (Ord. number, date, and note if easements were retained or released) *	<input type="checkbox"/> <b>Dedications, Easement Language, and Statements</b>
<input type="checkbox"/> <b>Building Lines</b> (if applicable)	<input type="checkbox"/> <b>Floodplain</b> (if applicable)
<input type="checkbox"/> <b>Minimum Low Opening</b> (if applicable)	<input type="checkbox"/> <b>Stream Buffer Zones</b> (shown and labeled on the plat if applicable)
<input type="checkbox"/> <b>Other</b> (description and location on plat)	
* Indicates item will be verified as included at the time of application. Remaining items will be verified during review process.	